



New Jersey Department of Children and Families Policy Manual

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Click here to view or print the CP&P [Form 26-81](#).

WHEN TO USE IT

Complete this form in NJ SPIRIT. The form is an individualized written statement of the Division's intervention on behalf of a child residing at home or in out-of-home placement. The Case Plan Assessment documents the risk factors identified and specifies services or actions needed to resolve identified problems and achieve the case goal. See [CP&P-III-B-1-100](#), Case Plan, and [CP&P-III-B-4-400](#), Case Goals.

CP&P [Form 26-81](#) contains information needed when completing a Court Report, CP&P [Form 26-80](#). (Unlike this form, the Court Report does not prefill in NJS. When completing a Court Report, copy and paste information from CP&P [Form 26-81](#) into it, as needed.)

CP&P [Form 26-81](#) is used to document the full status of a case at the time of the following events:

- LO Case Transfers
- Permanency Hearings
- Periodic Court Reviews
- Child Placement Review Board (CPRB) Reviews
- CP&P Internal Placement Reviews
- Documentation of Termination of Parental Rights (TPR) Exceptions

The Case Plan Assessment is prepared:

- Within sixty (60) calendar days of SCR assigning a CPS report or a CWS referral to the field office for investigation or response; or
- Within thirty (30) calendar days of a child entering or (re-entering) out-of-home placement; and
- Every six months thereafter.

The Case Plan Assessment contains confidential information. The Supervisor and Workers are responsible to sign and approve the document.

HOW TO USE IT

Complete the form in the NJS Case Plan window by accessing it through NJ SPIRIT desktop > Create Case Work > Case Plan-Assessment > Case Plan> Select appropriate case > Create> Case Goals Tab > Options Drop-down.

View or print a blank version of CP&P [Form 26-81](#) through the on-line Forms Manual. A blank form may be used for note-taking purposes, as a tool for gathering information.

CONFIDENTIALITY IN DOMESTIC VIOLENCE CASES

If CP&P has knowledge of an outstanding restraining order under the Prevention of Domestic Violence Act, do not disclose the victim's (i.e., the non-offending parent's) address unless so directed by the court. In those situations, the victim's address is redacted (blackened out) prior to form distribution. An electronic copy of the CP&P [Form 26-81](#) is saved in its entirety in the NJ SPIRIT electronic case record.

Note: When a copy of the form is requested, additional confidential information may need to be redacted (completely removed or blackened out), determined on a case-by-case basis.

TIPS FOR COMPLETING THE FORM

Prior to completing the Case Plan, complete the following; Supervisory approval is required:

- MVR Visitation Requirements Window for all Participants (Create > Case Work > Structured Assessments > Options Drop-down; or, if creating the Case Plan when an investigation is open > Create > Case Work > Investigation > Options Drop-down)
- Create and/or update the Legal Action and Legal Status records for the child(ren) prior to creating the Case Plan (Create > Case Work > Court/Legal Drop-down > Select Legal Action or Legal Status)

